



<b>Title of Report:</b>	<b>REGISTER A FOOD BUSINESS (RAFB) ONLINE SERVICE</b>
<b>Committee Report Submitted To:</b>	<b>ENVIRONMENTAL SERVICES</b>
<b>Date of Meeting:</b>	<b>12<sup>th</sup> November 2019</b>
<b>For Decision or For Information</b>	<b>FOR INFORMATION</b>

<b>Linkage to Council Strategy (2019-23)</b>	
Strategic Theme	Innovation and Transformation
Outcome	Online Registration for new Food Businesses
Lead Officer	Head of Health & Built Environment

<b>Budgetary Considerations</b>	
Cost of Proposal	None
Included in Current Year Estimates	<b>YES/NO</b>
Capital/Revenue	N/A
Code	N/A
Staffing Costs	None

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

- 1.1 The purpose of this report is to advise members of the implementation of an online registration scheme for new food business which is integrated to the departments existing management information system.

## **2.0 Background**

- 2.1 Food Business Operators (FBOs) are required to register their food business with their local authority and to date this has largely been completed using paper based systems.
- 2.2 The Food Standards Agency has developed a digital platform called the Register a Food Business (RAFB) service to enable food business operators to register online. In order to improve the overall effectiveness, efficiency and consistency of food business registration, Council has recently moved to the RAFB digital service.
- 2.3 On-line registration of new businesses can now be completed on Council's website or via the GOV.uk website. It is a user-friendly process and captures enhanced data from food business operators (FBOs) at the point of registration. Use of the RAFB service saves time and provides much improved accuracy of data. Other positive aspects of the RAFB are:
- Food business operator receives timely confirmation of registration, a unique food business reference number and links to helpful guidance.
  - Double entry of data on Management Information System avoided therefore saving time
  - A straightforward way for food officers to assist FBOs to register a business whilst on an inspection or during a visit.
  - Automatic confirmation of application to register.
  - Local Authority automatically receives an email with registration details and a link to a PDF (or data in a suitable digital format) for their records.

## **3.0 Recommendation**

**It is recommended** that the information is noted and that this element of the Business Plan is completed.